

ALL INTERESTED PARTIES PLEASE APPLY: FT, PT, AND TEMP WILL BE CONSIDERED

The Town of Empire has an immediate opening for a full-time administrative position that is a combination of Police Clerk (20 hours/week) and Administrative Clerk (20 hours/week) or could be two part-time positions. May require some evening and weekend hours. Must agree to an in-person writing test, background check, and drug testing.

Skill Requirements:

- Demonstrated proficiency in MS Word and Excel, as well as the ability to learn more complex databases and related programs.
- Ability to interact with the public in sometimes tense situations.
- Ability to research difficult topics and prepare written reports, often with expedited deadlines.
- Experience with Dispatch or Law Enforcement is helpful.

Compensation:

- Starting Pay Range is \$20 - \$23 per hour or negotiated based on previous experience.
- Benefits for full-time:
 - Health, Dental, and Vision Insurance
 - Vacation, Sick, and Holiday pay
 - Recreation Center Pass

Application online at EmpireColorado.us, or by appointment at Town Hall at 30 E Park Ave Empire by emailing clerk@empirecolorado.us or calling 303-569-2978. Accepting applications for 2 weeks, or until the position is filled.